

## **City of Santa Clara Benefit Summary Overview for Bargaining Unit #10 Public Safety Non-Sworn Employees Association**

This summary provides a brief overview of the City of Santa Clara's benefits available to Unit #10 employees. If there is a conflict between the information in this summary and the official plans/contracts, the official documents will determine how the plans work and the benefits they pay. The information contained in this brochure is based upon the December 21, 2003 – December 16, 2006 Memorandum of Understanding for Unit #10<sup>1</sup>. Benefits are subject to change.

### **Vacation:**

- Vacation is accrued bi-weekly, for use after 6 months of City service
  - For 1-4 years of service: 10 days (80 hours)/calendar year
  - For 5-9 years of service: 15 days (120 hours)/calendar year
  - For 10+ years of service: 21 days (168 hours)/calendar year
- Employee may convert 40 hours/calendar year accrued vacation to cash (under MOU provisions)
- Regardless of length of City service, full vacation payoff upon termination (or retirement)

### **Sick Leave:**

- Sick leave is accrued bi-weekly for equivalent of 96 hours/calendar year with no maximum accrual for use
  - Up to 48 hours/calendar year of accumulated sick leave may be used for family illness
  - Up to 32 hours/calendar year of accumulated sick leave may be used as personal leave
- Employee may convert sick leave to vacation once per calendar year (annual maximum conversion is 96 hours sick to 48 hours vacation)
- Partial sick leave payoff provision on retirement depending on years of service and sick leave cap (1,500 hours in addition to balance as of 01/01/04)

### **Bereavement Leave:**

- Employees are eligible for up to 40 hours of Bereavement Leave per death occurrence. The amount of leave depends on relationship of family members as specified in the Memorandum of Understanding and Personnel and Salary Resolution.

### **Compensatory Time Off (CTO):**

- Sixteen (16) hours CTO credited to employee each January 1<sup>st</sup> (Prorated if hired after January 1<sup>st</sup>)
  - All represented employees, except Communications Dispatchers, may designate 8 hours of CTO/quarter as Preferred CTO
  - Communications Dispatchers may designate 24 hours of CTO/quarter as Preferred CTO
- CTO may also be earned by working overtime

### **Holidays:**

- Thirteen (13) paid eight-hour holidays per calendar year

### **Retirement:**

- Membership in the California Public Employees Retirement System (CalPERS) 2.7% @ 55 Plan
  - Employee pays approximately 8% of gross pay, minus \$61 bi-weekly
- Social Security (FICA) and Medicare
  - Employee pays 6.2% (FICA) and 1.45% (Medicare) of gross pay

### **Deferred Compensation:**

- Voluntary plan through Hartford Insurance
- Employee may defer the lesser of \$15,500/calendar year or 100% of gross compensation. Employees over 50 years of age may defer \$20,500/year.

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<sup>1</sup> The City and Unit #10 have met and conferred to extend their MOU from December 17, 2006 to December 13, 2008.

**Health Insurance:**

- Choice of health insurance plans is available through PERS Health Insurance Program
- Health allocation of \$1,049.51/month (reimbursement provided if allocation is not used to pay for health, dental, or LTD premiums)
- Employee electing health coverage with premiums above the Health Allocation will pay additional premium costs from salary. Health insurance premium deductions are taken on a pre-tax basis.
- Coverage is effective the first of the month after date of hire

**Dental Insurance:**

- Choice of two Delta Dental plans
- Dental premium is deducted from health allocation (see Health Insurance); additional amount is paid by employee
- Coverage begins on the first day of the month following three full calendar months of employment

**Flexible Spending Account (IRS Section 125 Plan)**

- May contribute up to \$5,000 in pre-tax dollars to health care spending account
- May contribute up to \$5,000 in pre-tax dollars to dependent care spending account

**Life Insurance:**

- Basic Life Insurance coverage is effective the first of the month after one calendar month of employment
- City pays for \$15,000 coverage
- Additional optional insurance may be purchased by the employee
- Optional Life Insurance may be purchased for the spouse, domestic partner, and/or dependent children

**Long Term Disability:**

- Long Term Disability (LTD) Insurance coverage is effective the first of the month after one calendar month of employment
- 2/3 of basic wage to a \$5,000 maximum benefit
- Thirty (30) calendar day waiting period

**State Disability Insurance (SDI):**

- Employee pays .8% of gross pay (which includes the contribution rate for Paid Family Leave)
- Current maximum benefit is \$131/day for absences due to non-work related injuries/illnesses, up to a maximum benefit of \$917 per week. Benefit is based on earned wages in a specific 12-month period.
- Seven (7) calendar day waiting period

**Paid Family Leave**

- Effective July 1, 2004, Paid Family Leave insurance benefits are available to employees covered under the State Disability Insurance (SDI) program
- Offers up to six (6) weeks of benefits within a 12-month period
- Minimum benefit is \$50 per week, up to a maximum benefit of \$917 per week. Benefit is based on past quarterly wages.
- Seven (7) calendar day waiting period

**Uniform Allowance:**

- \$425/calendar year for eligible uniformed classifications. (See MOU for listing).

**Tuition Assistance Program:**

- A tuition reimbursement program is available to assist in funding job-related course work for employee development. The program covers tuition and books, but is subject to Department Head approval and department budget.

**Emergency Paid Leave:**

- Maximum benefit: 160 hours paid leave

**Family Medical Leave:**

- Per federal law, if the employee has worked 1,250 hours in the past year, 12 weeks of unpaid family medical leave is available in a rolling one year period

**Employee Assistance Program:**

- Confidential counseling to employee and dependents at no cost to employee
- Employees may call Managed Health Network (MHN) confidentially at 1-800-227-1060
- Three (3) sessions per family member per incident per calendar year

**Psychological Counseling:**

- Psychological counseling is available
- Employee pays 10% of costs
- Ten (10) visit maximum

**Retiree Medical Reimbursement Program:**

- Employees who retire from the City after 12/21/03 with at least ten (10) years of service shall receive reimbursement to help cover retiree single health insurance premiums. The reimbursement maximum includes the PEMHCA minimum.
  - Up to age 65, retirees are eligible for reimbursement up to \$278/month in 2008 (amount adjusted annually).
  - After age 65, retirees are eligible for reimbursement up to \$168/month in 2008 (amount adjusted annually).

**Meal Policy:**

- Reimbursement for meals is provided for employees working overtime, if certain eligibility provisions are met. See City Manager Directive (CMD) #15 for details